

Executive Registry
8-0233

12 March 1956

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Your Request to Chief of Reading Improvement
Branch for Information on Readability of
Office Memoranda.

This memorandum is for information
only.

In an interview of 24 January 1956,
you requested the Chief of the Reading
Improvement Branch to submit suggestions
to aid CIA employees in the preparation
of readable memoranda. Her response to
the request is incorporated in the
attached brief study, which describes
the organization and format of a readable
typewritten manuscript and discusses the
effects of certain format features on
readability.

The study conforms in format to the
principles it sets forth. It is based
on research findings.

[REDACTED]
Acting Director of Training

STATINTL

Attachment

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